

**To:** Fears, Rick[DTSC][Rick.Fears@dtsc.ca.gov]; Eidelberg, Joseph[Eidelberg.Joseph@epa.gov]; Brian P. Reilly[brian.reilly@westonsolutions.com]; Bruce, Ian[Ian.Bruce@WestonSolutions.com]; Tom Fortner[Thomas.Fortner@WestonSolutions.com]; ROGER CLEAVES (Roger.Cleaves@dtsc.ca.gov)[Roger.Cleaves@dtsc.ca.gov]; MURRAY, SHARON[Murray.Sharon@epa.gov]; Hoang, Kim[Hoang.Kim@epa.gov]  
**Cc:** Mitguard, Matt[Mitguard.Matt@EPA.GOV]  
**From:** Mitguard, Matt  
**Sent:** Wed 7/27/2016 5:25:29 PM  
**Subject:** FW: SCRIBE TRAINING - ADDITIONAL INSTRUCTIONS FOR THE SCRIBE TRAINING

ADDITIONAL PREPARATIONS FOR THE SCRIBE TRAINING. YOU WILL ALSO NEED TO DOWNLOAD SCRIBE BEFORE THE CLASS.

Rick – can you pass along to the Excide people?

mm

**From:** Bryant, Melissa  
**Sent:** Tuesday, July 26, 2016 6:30 PM  
**To:** Mitguard, Matt <Mitguard.Matt@EPA.GOV>; Schaefer, Joe <Schaefer.Joe@epa.gov>  
**Subject:** Re: SCRIBE TRAINING - PRELIMINARY HEAD COUNT as of 7/26

Matt,

Below is some additional information and instructions on what to install and print prior to the training. Please forward this to those who will be attending the Scribe Training:

If anyone has any questions or requires any additional information, please don't hesitate to contact us at 800-999-6990.

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**PRE-TRAINING PREPARATION:**

\*Participants should complete the following:

\* Please download and install the latest version of Scribe from the WebSite below:

<http://www.ertsupport.org/>

\* Please download and extract Scribe Student Files from the link below: (make note of where you extract the files)

<http://www.epaossc.org/sites/scribegis/files/scribe%20student%20files.zip>

\* Print the Exercises **1-4, 6** and **10** of Scribe Training Guide which is included with the student files (v 3.9. Scribe Training Guide.pdf).

Thanks and see you soon,

Melissa Bryant

General Dynamics Information Technology

US EPA - ERT Support Contractor

800-999-6990

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**From:** Mitguard, Matt

**Sent:** Tuesday, July 26, 2016 3:07 PM

**To:** Schaefer, Joe

**Cc:** Bryant, Melissa

**Subject:** RE: SCRIBE TRAINING - PRELIMINARY HEAD COUNT as of 7/26

Hi Joe – There are 17 people signed up. I am not sure if the all have laptops. I will check. I also wanted to let you know that a number of the DTSC people are coming with the intention to move a high profile lead site into the scribe universe. Should I be concerned about that priority impacting the training module at the expense of the others. Weston and 2 people from DTSC are working on a big project with me so they will have site specific questions also. I am just not sure how you will handle the competing project priorities. You may wish to have a break out session or something. Any thoughts? MM

Date: 8/9/16 All day

Location: EPA Regional Lab – Richmond CA

EPA Site Assessment: Kim Hoang, Sharon Murray (2)

DTSC: Luc Sou, Bill Ferguson, Roger Cleaves, Tamara Zeilinski,  
Matthew Jones, Jim Gabler, Kham Xiong, Rick Fears, Bridgette McFarland, Jenny Aiecoli,  
Pauline Baparseh (11)

Weston: Brian Reilly, Ian Bruce (2)

EPA Lab: Junn Masongsong (ICF)

EPA QAO: Joe Eidelberg

**From:** Schaefer, Joe  
**Sent:** Tuesday, July 26, 2016 11:46 AM  
**To:** Mitguard, Matt <[Mitguard.Matt@EPA.GOV](mailto:Mitguard.Matt@EPA.GOV)>  
**Cc:** Bryant, Melissa <[Bryant.Melissa@epa.gov](mailto:Bryant.Melissa@epa.gov)>  
**Subject:** RE: SCRIBE TRAINING - PRELIMINARY HEAD COUNT #1

Matt,

Just wanted to check on a couple of logistics things.

- 1) Are we still looking at a head count of up to 15 people?
- 2) Will everyone be bringing their own laptops? Or did you need training machines?

Looking forward to the trip.

Thanks,

Joe Schaefer

Environmental Response Team

US EPA

(c)609-865-8111

**From:** Mitguard, Matt

**Sent:** Tuesday, July 12, 2016 2:45 PM

**To:** Schaefer, Joe <[Schaefer.Joe@epa.gov](mailto:Schaefer.Joe@epa.gov)>; Fears, Rick@DTSC <[Rick.Fears@dtsc.ca.gov](mailto:Rick.Fears@dtsc.ca.gov)>; Bauer, Richard <[Bauer.Richard@epa.gov](mailto:Bauer.Richard@epa.gov)>; McNaughton, Eugenia <[McNaughton.Eugenia@epa.gov](mailto:McNaughton.Eugenia@epa.gov)>

**Cc:** Hoang, Kim <[Hoang.Kim@epa.gov](mailto:Hoang.Kim@epa.gov)>; Clements, Mindy <[clements.mindy@epa.gov](mailto:clements.mindy@epa.gov)>; Brian P. Reilly <[brian.reilly@westonsolutions.com](mailto:brian.reilly@westonsolutions.com)>; McMindes, Dan <[McMindes.Dan@epa.gov](mailto:McMindes.Dan@epa.gov)>

**Subject:** SCRIBE TRAINING - PRELIMINARY HEAD COUNT #1

All;

This is preliminary, but it appears that we may have 10 to 15 people. Rich has arranged for a room at the Lab. More information on Scribe is located at <https://www.epa.gov/ert/environmental-response-team-information-management>

While this will be a training, specific applications and questions pertaining to the NE 710, Exide, and Orange County work ( any others? ) should be brought up with respect to sample management and special interpretations.

MM

Date: 8/9/16 All day

Location: EPA Regional Lab – Richmond CA

EPA Site Assessment: Mitguard, Hoang

DTSC: Luc Sou, Bill Ferguson, Roger Cleaves, Tamara Zeilinski,  
Matthew Jones, Jim Gabler, Kham Xiong, Rick Fears

Weston: Brian Reilly, Ian Bruce

EPA Lab: Junn Masongsong (ICF)

EPA QAO:

OCWD: